



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

## Meal Reimbursement Rates Effective July 1, 2007

Reimbursable rates for meals when employees are in travel status on state business will be increased effective July 1, 2007. In-state meal rates have been increased as follows:

### Maximum Reimbursable In-State Meal Rates for State Employees

Current Rates		Rates Effective 7/1/07	
Breakfast:	\$ 5.00	Breakfast	\$ 5.00
Lunch	\$ 6.00	Lunch	\$ 8.00
Dinner	<u>\$12.00</u>	Dinner	<u>\$15.00</u>
TOTAL	\$23.00	TOTAL	\$28.00

### Maximum Reimbursable In-State Meal Rates for Board/Commission Members

Current Rates		Rates Effective 7/1/07	
Breakfast	\$ 8.00	Breakfast	\$ 8.00
Lunch	\$ 9.00	Lunch	\$12.00
Dinner	<u>\$18.00</u>	Dinner	<u>\$23.00</u>
TOTAL	\$35.00	TOTAL	\$43.00

### Maximum Reimbursable Out-Of-State Meal Rates (State Employees and Board/Commission Members)

Reimbursement rates for out-of-state meals have been established by State Accounting Enterprise based on a four (4) level structure. See Procedure 210.306 at [http://das.sae.iowa.gov/images/word\\_docs/Out\\_of\\_State\\_City\\_Level.rtf](http://das.sae.iowa.gov/images/word_docs/Out_of_State_City_Level.rtf) for a listing of cities that corresponds to each level.

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Breakfast \$ 7.00	\$ 7.00	\$ 8.00	\$ 9.00
Lunch	\$ 8.00	\$ 9.00	\$10.00
Dinner	<u>\$16.00</u>	<u>\$21.00</u>	<u>\$25.00</u>
TOTAL	\$31.00	\$37.00	\$43.00

### Tips for Meals

Tips for meals are allowable for no more than 15% of the food bill and the total cost of the tip and meal may not exceed the maximum allowed for meal reimbursement.

### Actual and Reimbursable Meal Amounts

Travel claim forms require both the actual cost and the reimbursable rate be completed. The actual cost of meals is one of the tools used by State Accounting Enterprise to monitor when a change in the meal rate should be considered.

### Relocation Meal Reimbursement

When the department provides for reimbursement of relocation expenses, the allowable rate for meals will be increased from \$23.00 to \$28.00 per day.

If you have questions, please contact Ellen Yule (515) 281-5689 or Jeanette Wiig (515) 281-5482.